



# KEYWORTH SCHOOL OF THEATRE DANCE

## Covid 19 Policy 2020

1. Parents/carers/siblings are not permitted to enter the venues except in the event of an emergency. Only the pupils, teachers, assistant and marshal are permitted inside the venues.
2. There are reduced changing room facilities available. Pupils should arrive ready for class, with as few personal belongings as possible. Water bottles must be named. (changing facilities will be open for the “straight from school” classes for those who do not live locally). Personal belongings to be placed on a chair in the waiting room and valuables to be brought into the studio to be placed in an allocated box.
3. All pupils, teachers, assistant and marshal to use hand sanitiser on arrival and departure at the venues.
4. Pupils to remain socially distanced on the path outside the venues on the markers, to stay in the allocated dance space inside the venue and to follow the teacher’s instructions at all times
5. Pupils to arrive 5 minutes before the class starts and to be collected no more than 5 minutes after the class finishes to avoid crossover with the next class.
6. Where possible pupils should avoid car sharing with people outside their family bubble to get to class to reduce the transmission risk.
7. Pupils must not attend classes and should self isolate at home if they:
  - experience Covid-19 symptoms (a high temperature, a new, continuous cough, a loss of, or change in their normal sense of taste or smell)
  - have been in close contact with someone who has developed symptoms
  - have been in close contact with someone who has tested positive
  - have been to a country not on the “air bridge” list or been in close contact with someone who has returned from a country not on the “air bridge” list
8. In the event of a pupil testing positive for Covid 19 KSTD must be notified – see link to latest government advice:  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
9. Fees to be paid via bank transfer before the start of each block of lessons. No cash payments accepted. Late fees incur an administration fee (as per payment terms and conditions).
10. Hair must be off the face to reduce the need for pupils to touch their face. No jewellery (stud earrings permitted) as per health and safety rules.
11. No payment breaks permitted or refunds due to self- isolation in Block 1. This will be reviewed throughout the year.
12. In the event of KSTD teacher illness, classes will either be covered by another KSTD teacher or cover teacher or will be made available via Zoom. In the event of a complete cancellation of a class, the refund will be applied via the next Block fee.
13. All pupils, teachers, assistant and marshal (except pre-school class) will be socially distanced at all times (see risk assessment for handling of pre-school classes).
14. The KSTD teacher / assistant will contact parents/carers in the event of a child becoming unwell with Covid-19 symptoms during a class.
15. Parents/carers will be notified in the event of a pupil ‘mishap’ in social distancing or where a child has required urgent help within 2 metres. Teachers/assistant will use their discretion on these occasions.
16. PPE to be worn by the KSTD teacher to administer first aid.
17. Government guidance is that uniforms do not need washing more than usual.
18. A health declaration must be completed before the first dance class of Block 1.

PTO to complete, sign and return the KSTD Covid-19 Policy Declaration

**Covid-19 Policy Declaration**

- I am aware it is my responsibility to notify KSTD of any changes to the health declaration responses
- I will notify KSTD of any changes to my contact details
- I am aware the [KSTD Covid-19 risk assessment](#) is available on the KSTD website
- I have read the above guidelines and I agree to adhere to and help my child to understand the above guidelines and for my child (as named below) to adhere to KSTD's Covid-19 Policy

**Name of pupil/s** (please print).....  
(first name/s and surname/s)

**Name of parent/carer** (please print).....  
(first name and surname of parent/carer completing the declaration)

**Parent/carer signature** .....**Date**.....